

## WiSACWIS Update Notice Case Closure Edits

Two case closure edits were added to WiSACWIS with the release on February 24, 2003.

### Summary of Changes

Children in out of home care must have a Discharge Reason before cases can close. For example, a child must have been reunified with their family, adopted, or guardianship for a child must have been transferred to a relative.

There are two ways workers record a child's Discharge Reason in WiSACWIS:

1. The Service Ending window
2. The Service Ending and Legal Status windows

### Service Ending window

From this window workers can record the Discharge Reason for a child in out of home care, unless the child's Discharge Reason was adoption.

If a child in out of home care has a Discharge Reason of adoption, workers must select an *Adoption*<sup>\*</sup> End Reason on the Service Ending window and then use the Legal Status window to complete the record of the Discharge Reason of adoption.

On the Service Ending window, workers record Discharge Reasons by selecting an End Reason that is considered a Discharge Reason. ONLY when an End Reason is considered a Discharge Reason, will workers be able to select a Discharge Reason. Without a discharge reason (or the appropriate legal documentation), cases will NOT close.

### **End Reasons that record a Discharge Reason on the Service Ending window:**

AWOL from Ct-Ord. Plcm-closing case  
Child in Correctional Fac. NO Aftercare  
Death of Child  
Entered Military Service  
Independent Living  
Marriage

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<sup>\*</sup> There are multiple *Adoption* End Reasons.

### **End Reasons that record a Discharge Reason on the Service Ending window:**

Over 18 and Graduated  
Placement with Relative  
Reunification w/ Parent(s)/Primary Crtkr  
Runaway-NON Ct-Ord Plcm-closing case  
Transfer of Guardianship Non-Relative  
Transfer of Guardianship Relative  
Turned 18 Non Supp Prnts(S)  
Turned 18 and not in School  
Turned 19

### **Legal Status window**

When a child's Discharge Reason is Adoption, workers record an End Reason of *Adoption*<sup>\*</sup> on the Service Ending window. Then workers record the child's Adoption on the Legal Status window. An example of a finalized adoption record is shown below.

Notice that BOTH the Hearing Date and the Date Ordered Entered fields are entered with the Verified checkbox selected:

The screenshot shows the 'Legal Status' window with the following fields and values:

- Case Participant:**
  - Name: Brooks, Brad
  - Previous Legal Status: None
- Court Outcome:**
  - Legal Action: Adoption Petition
  - Result: Petition-Granted
  - Applies To: Child
  - Court: Family
  - Court 2: Wisconsin Family Courts, Dodge County: 105 N. M
  - Court Number: (empty)
  - Tribal Contact: (empty)
  - Judge: (empty)
  - Commissioner: (empty)
  - Branch: (empty)
  - New Legal Status: Adoption finalized
  - ☐ Protective Custody
  - ☐ Under Appeal
- Verified?** (checkboxes):
  - Hearing Date: 04/04/2003 (checked)
  - Date Filed/Served: 00/00/0000 (unchecked)
  - Date Order Entered: 04/04/2003 (checked)
  - Expiration Date: 00/00/0000 (unchecked)
  - Next Court Date: 00/00/0000 (unchecked)
  - Report Due: 00/00/0000 (unchecked)
  - Report Submitted: 00/00/0000 (unchecked)

Buttons: OK, Cancel

### **Fixing the Problem – missing a discharge reason**

If a case receives the error message shown below on the case closure report, workers will need to follow the instructions listed below to allow their case to close. Workers will need to correct this error even if they (the current worker) did not create or close the specified placement.

<sup>\*</sup> There are multiple *Adoption* End Reasons.

#### Incomplete Placements

Person Name	Plcm Bgn	Plcm End	Prvd Name	Service Type Desc
Son Smith	2002-01-17	2003-05-01	Group Homes Inc.	Group Home

Case cannot close. Child's final placement is missing a discharge reason

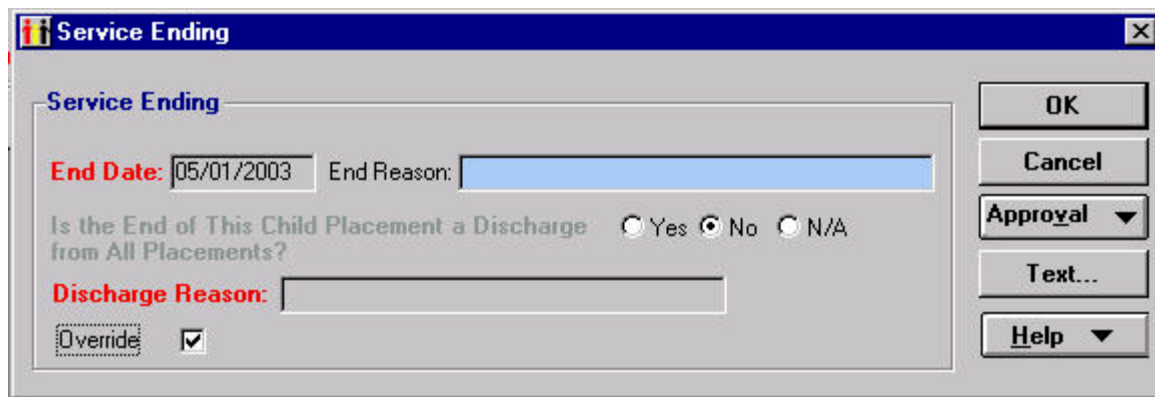
1. Find the placement identified on the case closure report. Be sure to note the Person Name and Placement Begin and End dates.
2. To find the identified placement on their desktop, workers may need to remove the *Date Restricted View*. To do this follow these steps:

- access the View menu
- access the Outliner sub-menu
- single click on the Date Restricted View option
- access the View menu
- single click on the Refresh option

(These steps will potentially double the number of cases you see, and take more time to access cases you would like to access. So, once you have found the placement you are looking for, simply repeat the steps to turn the *Date Restricted View* back on.)

3. Open the placement
4. Open the Service Ending window

5. Click the Override box. This checkbox is not available for the following types of out of home care placements:
  - Placements with a Discharge Reason
  - Placements with an End Reason of *Placement Made in Error*
  - Placements with a Placement Status on the Out of Home Placement window of *Kinship Voluntary*



**Service Ending**

**Service Ending**

**End Date:** 05/01/2003 **End Reason:**

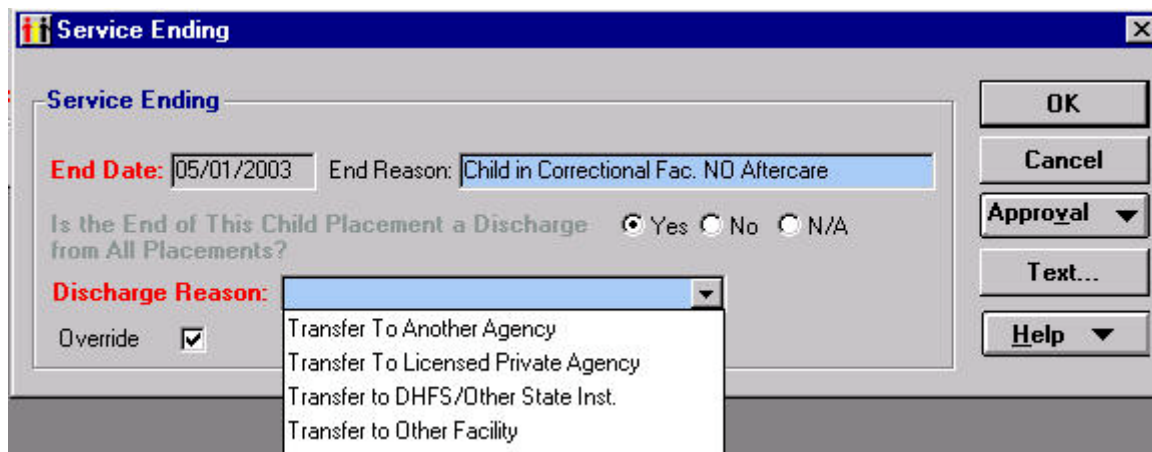
Is the End of This Child Placement a Discharge from All Placements? ☐ Yes ☒ No ☐ N/A

**Discharge Reason:**

Override ☒

OK Cancel Approval Text... Help

6. Select the appropriate End Reason; even if the appropriate End Reason is the same end reason shown prior to clicking the Override box
7. Select the appropriate Discharge Reason



**Service Ending**

**Service Ending**

**End Date:** 05/01/2003 **End Reason:** Child in Correctional Fac. NO Aftercare

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

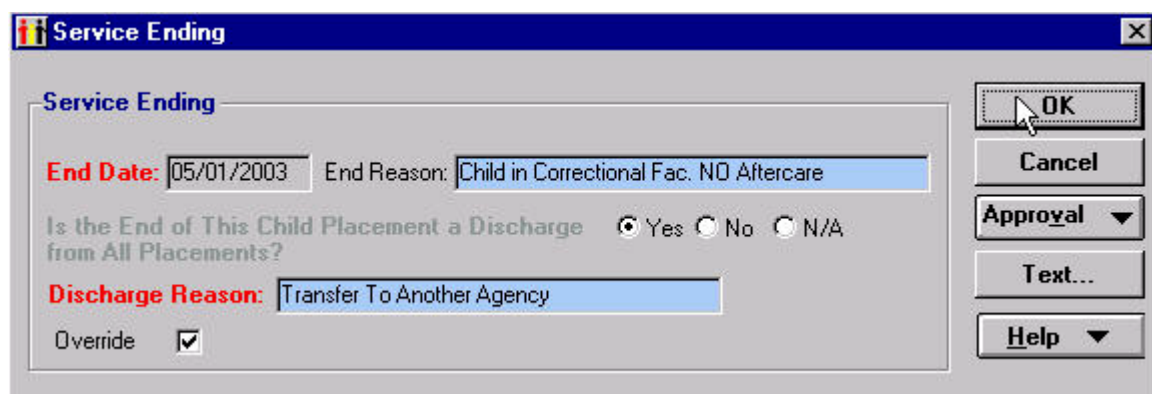
**Discharge Reason:**

Transfer To Another Agency  
Transfer To Licensed Private Agency  
Transfer to DHFS/Other State Inst.  
Transfer to Other Facility

Override ☒

OK Cancel Approval Text... Help

8. Click OK (approval is NOT required when the override box is used to modify the Service Ending window)



**Service Ending**

**Service Ending**

**End Date:** 05/01/2003 **End Reason:** Child in Correctional Fac. NO Aftercare

Is the End of This Child Placement a Discharge from All Placements? ☒ Yes ☐ No ☐ N/A

**Discharge Reason:** Transfer To Another Agency

Override ☒

OK Cancel Approval Text... Help

### **Fixing the Problem – missing or incomplete legal documentation**

If a case receives the error message shown below on the case closure report, workers simply need to document the child's adoption on the Legal Status window as shown above.

Incomplete Placements

Person Name	Plcm Bgn	Plcm End	Prvd Name	Service Type Desc
Daughter Smith	2000-05-14	2003-02-17	Richard Petty	Fstr Hm-Gen 5-11 years

Case cannot close. Missing or incomplete legal documentation for a final placement with end reason of 'Adoption' for child